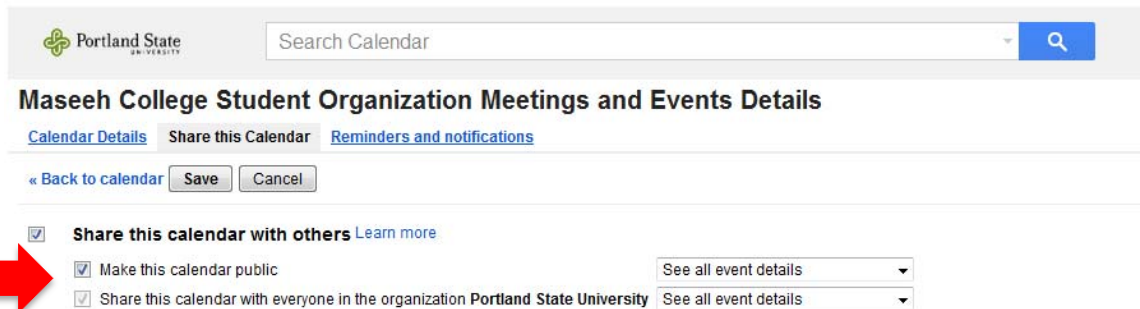


MASEEH COLLEGE STUDENT GROUP MEETINGS & EVENTS CALENDAR GUIDELINES

The purpose of developing protocol for sharing group calendars on Maseeh College's blog is to keep the collaborative calendar organized and easy for students not yet affiliated with groups to sort through it.

1. If possible please use a google calendar that is not associated with an individual's email account. Doing so will ensure that a more seamless transition as members graduate.
2. Please only share events that are open to the public. Separate external meetings and events from internal / executive team or long-term planning items. If you have meetings that are intended only for current members or leadership, please use an internal calendar for them so that we aren't advertising closed-door meetings or other items that are not intended for public consumption. Think of this calendar as a recruitment tool!
3. Please name all the events leading off with your group's acronym (i.e. "AWWA fundraiser" or "SWE Meet and Greet").
4. Make sure that it is visible to public by going to "Calendar Settings" > "Share this Calendar" and selecting the "Make this calendar public" checkbox:



The screenshot shows the 'Share this Calendar' settings page for 'Maseeh College Student Organization Meetings and Events Details'. At the top, there is a search bar with the text 'Search Calendar' and a magnifying glass icon. Below the search bar, the title 'Maseeh College Student Organization Meetings and Events Details' is displayed. Underneath the title, there are three tabs: 'Calendar Details', 'Share this Calendar', and 'Reminders and notifications'. The 'Share this Calendar' tab is active. Below the tabs, there are three buttons: '« Back to calendar', 'Save', and 'Cancel'. A red arrow points to the 'Share this calendar with others' section, which is checked. Below this, there are two options: 'Make this calendar public' (checked) and 'Share this calendar with everyone in the organization Portland State University' (checked). Each option has a dropdown menu set to 'See all event details'.

5. Share your external calendar with askmcecs@pdx.edu.

NOTE: You may not see your calendar immediately. This is because the embed code for the shared calendar must be manually updated on the blog when a new calendar is added. That said, once your calendar is visible, all events will be synced and update automatically.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT [ASKMCECS@PDX.EDU](mailto:askmcecs@pdx.edu)